**RFQ 23-5652**

**PART 5: SUBMISSION FORMS**

 **5.1. Technical Submission Form

PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**• **Provide CVs of all personnel’s being proposed for this work.**

|  |  |
| --- | --- |
| **CRITERIA**  | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (40%):** Minimum of a bachelor’s degree in social science, Development, Economics or a relevant field. |  |
| **Technical requirement 2 (35%):** Minimum of 5 years’ experience in providing operational and administrative support to youth networks, particularly in Pacific countries and territories. |  |
| **Technical requirement 3 (15%):** Evidence of engagement or work with the youth sector and awareness of key issues facing youth in the Pacific region. |  |
| **Technical requirement 4 (10%):** Evidence of strong communication and report writing skills and experience managing project including stakeholder management, and reporting (activity plans, budgets and financial reports). |  |

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**5.2. Financial Submission Form**

(*to be completed and submitted by the bidder*)

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.

I confirm that I have examined all the RFQ documents to: **RFQ23-5652 –** **Consultancy to support the Pacific Youth Council.**

1. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |  |  |
| --- | --- | --- |
| **Particulars** |  | **Amount (FJD)** |
| ***Note:****\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.**\* Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.* |
| Signing of contract by the successful bidder. | - | Not applicable |
| **Milestone 1** * Submission and Approval of Monthly Progress report; and
* Meetings and events Coordination - Submission of meeting reports/ minutes and representation.
 | 16 February 2024 | 20% |
| **Milestone 2** * Submission and Approval of Monthly Progress report; and
* Development of Annual Work Plan.
 | 16 March | 10% |
| **Milestone 3** * Submission and Approval of Monthly Progress and Quarterly reports; also
* Submission of financial and operational reports.
 | 16 April | 10% |
| **Milestone 4** Submission and Approval of Monthly Progress report. | 16 May | 5% |
| **Milestone 5** Submission and Approval of Monthly Progress report. | 16 June | 5% |
| **Milestone 6** Submission and Approval of Monthly Progress and Quarterly reports. | 16 July  | 10% |
| **Milestone 7** Submission and Approval of Monthly Progress report. | 16 August | 5% |
| **Milestone 8** Submission and Approval of Monthly Progress report. | 16 September | 5% |
| **Milestone 9** Submission and Approval of Monthly Progress and Quarterly reports. | 16 October  | 10% |
| **Milestone 10** Submission and Approval of Monthly Progress report. | 16 November | 5% |
| **Milestone 11** Submission and Approval of Monthly Progress report. | 16 December | 5% |
| **Milestone 12** Submission and Approval of Monthly Progress and Quarterly reports. | 16 January 2025  | 10% |
| **TOTAL** |  | **100%** |

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |